

## **Student/Instructor Information Fact Sheet for Attending the School of Cadet Command (SOCC)**

### **1. BENEFITS OF ATTENDANCE AT THE SCHOOL OF CADET COMMAND (SOCC).**

The SOCC instructor team has many years of successful ROTC experience at universities across the United States. The SOCC will expose you to proven ideas and “how to” lessons. SOCC does not teach a gentleman’s course. You will be in class 8 to 10 hours each day and have homework assignments; regardless of the course you are attending.

**2. DEFENSE TRAVEL SYSTEM (DTS):** The command has implemented DTS at all levels and it is to be utilized by all active duty and civilian cadre members only (retired JROTC instructors, contractors and cadets are not authorized to use the system). DTS is a mandated system by DOD for all designated personnel to utilize with no exceptions. You must have new staff/cadre members promptly obtain a CAC card and self register into DTS for use prior to any travel that must be completed. This HQs will no longer process manual travel authorizations. All travelers conducting more than 2 TDY trips a year are required to obtain the government Travel Card and utilize it in DTS. University employees attending a resident SOCC course are issued Invitational Travel Orders (ITO) and must be submitted through the Brigade to Cadet Command. The following items are mandatory for all active duty and civilian travelers effective immediately:

- a. The email address used in DTS must be a .mil address. The traveler cannot use the .edu address since the Transportation Office(s) must have the .mil address to correspond on changes/corrections to travel arrangements. This will be included in the review by the Region DTS DTA when accepting the self-registration of the individual.
- b. Travel Orders (authorizations) will be prepared in DTS.
- c. Travel Vouchers will be prepared in DTS.
- d. The use of the Government Travel Card for all personnel performing more than 2 trips per year is mandatory.
- e. The use of the Government Travel Card for all personnel attending LDAC and LTC is mandatory.
- f. Approving Official(s) - Each Brigade must have a primary, alternate and one backup in DTS. This option is not to be delegated below the Brigade level.
- g. Personnel attending any of the courses offered at the SOCC are responsible for initiating and completing their own travel orders. Military and/or civilian personnel who have questions concerning Invitational Travel Orders (ITO) should contact Cathy Alston at telephone (757) 788-4634, Fax number (757) 788-3811, (DSN 680). Please ensure that your travel orders indicate that “contract lodging is provided at no cost to the traveler, government meals are not available, and telecom (computer) fees are authorized and will be reimbursed.” Personnel driving their POV to a resident-based course at Fort Monroe will **not** be authorized in and around mileage due to contracted transportation availability through the SOCC. Each student must arrive with enough funds to pay for his/her own expenses. If you do not have a government credit card then you must have enough balance left on your personal credit card to cover your expenses.

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h. **COMTek employees:** Process travel orders in accordance with COMTek policy and guidance. Travel orders, airline tickets or permission to drive a POV will be determined and processed by COMTek. Contact Mr. Howard Dunlap at (757) 224-0472 ext 17 for further information and assistance.

3. **BILLETING.** SOCC students **and** instructors will use the Holiday Inn Hampton Hotel & Conference Center, 1815 West Mercury Blvd., Hampton, VA 23666; overflow lodging is available at the Quality Inn (next door to the Holiday Inn) whenever the Holiday Inn cannot accommodate a particular class. The SOCC will have a block of rooms set aside for each class of students and instructors. **DO NOT** call the hotel to confirm or make reservations; this is handled by the SOCC. All students and instructors, regardless of status (i.e., active duty, USAR, ARNG, school employee, or COMTek) will stay at the same hotel and rooms will be reserved by the SOCC. The Holiday Inn is a full service lodging facility with a restaurant & bar, laundry rooms, exercise rooms, and pool. Once enrolled in a course at the SOCC, any cancellations must be coordinated through the Brigade and Region POC for the course concerned. Failure by military and/or civilian personnel to notify their Region HQ and receive clearance for any changes or class cancellations will result in a charge back to the individual's unit. For further information contact the SOCC at (757) 788-3801 or 788-4539. Emergency contact number at the Holiday Inn front desk is (757) 838-0200.

#### 4. **GROUND TRANSPORTATION.**

a. Cadet Command does not authorize rental vehicles for students! Only Brigade and Region Commanders attending the PCC and BLTP are authorized rental vehicles **as are guest instructors** for all SOCC courses. Please contact the SOCC for further information about rental car authorizations.

b. Arrivals at Norfolk International Airport (ORF) can use the Norfolk Airport Express Shuttle Service, (757) 857-3991/5950. This will cost approximately \$30.00 payable to the driver in cash or credit card. Use the courtesy phone located in the airport baggage area to contact them. The shuttle taxi stand is located outside the airport. You should request reimbursement of this expense when you file your final travel/TDY voucher.

c. Arrivals at Newport News/Williamsburg International Airport (PHF) can use Langley Cabs, (757) 727-7777 or (757) 855-3333. Approximate cost for this will be \$28.00 to \$30.00 payable in cash or credit card. You should request reimbursement of this expense when you file your final travel/TDY voucher.

d. The Holiday Inn Hampton Hotel & Conference Center provides complimentary airport transportation to and from the Newport News/Williamsburg International Airport. Requests must be at least received one week prior to arrival by emailing your request to [shuttle@hihampton.com](mailto:shuttle@hihampton.com).

e. The Holiday Inn Hampton Hotel & Conference Center would be happy to provide transportation to and from the Norfolk International Airport at a cost of \$20.00 per person round trip or \$10.00 per person for one way. Requests must be received one week prior to arrival by emailing the request to [shuttle@hihampton.com](mailto:shuttle@hihampton.com).

5. **DAILY SHUTTLE SERVICE.** The SOCC provides contracted round-trip bus service from the hotel to the classroom and back to the hotel each day of training. Please check your training

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schedule inside the “Welcome Packet” for pickup times. Attendees must use this shuttle service due to the limited parking available at the SOCC. The shuttle bus will pick up and drop off at the main entrance of your contracted hotel.

6. **BREAKFAST/LUNCH.** The Holiday Inn provides each Cadet Command student/instructor with coupons upon check-in for a free breakfast buffet, starting at 0600 for each night you stay. The hotel also hosts a Manager’s Special each Wednesday evening from 1730 - 1830 free of charge. Lunch is available at only three locations on Fort Monroe, and the shuttle bus will drop off and pick up at two of these locations.

7. **REPORTING IN/FIRST DAY OF CLASS.** All **PCC & ROO instructors** should report to the hotel on Wednesday evening the week before class is scheduled to start. Instructors are requested to report to the SOCC on Thursday morning the week before class starts at 0900 for an in brief. **FDC instructors** should report to the SOCC on Friday morning the week prior to class. Incoming students should report to the hotel on Sunday when attending the PCC, ROO, FDC and HRA Courses. LOG Course students will normally arrive on a Monday. “Welcome Packets” will be available at the hotel’s front desk regarding transportation, a schedule of your class, and an in-processing checklist. Bring the completed in-processing check sheet to class with you.

**For Students:** All PCC, ROO, LOG, and HRA classes begin in the main SOCC classroom #1, building 268, 102 Pratt Street, Ft Monroe, VA. FDC students will meet in either classroom #2 or #3; check with the HRA at the Admin area when reporting to the building. All classes are scheduled to begin at 0730 hrs. There will be a mandatory screening weigh-in on the first day of class for all military personnel and contractors in duty uniform (i.e., BDUs). Anyone failing to meet the screening height-weight standard will be scheduled for a later date and time during the course to be reweighed in PFUs per AR 600-9. Any personnel failing to meet the weight and/or body fat standards will be counseled.

## 8. **UNIFORM.**

a. The uniform for all military & contractor personnel for classes taught at Fort Monroe is **BDUs & Army PFU uniform**; appropriate business/campus civilian clothes are required for non-class room activities.

b. The attire for Civil Service & university personnel is appropriate business/campus civilian attire.

**(Note for all: Appropriate business/campus civilian clothing include khaki, chino, or similar pants and polo, knit, or dress shirts (school logo encouraged). Shorts, blue jeans, tennis shoes, sandals, and T-shirts/Sweatshirts are NOT appropriate attire for class or for any SOCC function.)**

9. **TELEPHONES/COMPUTERS.** There are telephones in the SOCC building break room for use for calling your battalions/home stations. Instructions for phone use are located on the wall in the break area. You also have access to the Internet at the SOCC classrooms to check your AKO e-mail account.

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**10. CLOTHING SALES STORE.** Located in the Post Exchange. The hours of operation are:  
Mon-Fri: 1000-1800  
Sat-Sun: 1100-1700

**11. PHYSICAL TRAINING.** Conducted on an individual basis. The SOCC does not provide transportation for students to conduct PT. You may use the Holiday Inn hotel fitness facility or Fort Monroe's Fitness Center, located in Building 171; check the map in your "Welcome Packet" for location. Your military ID is required for entry. The Ft. Monroe Fitness Center hours of operations are:

Mon-Fri: 0530-2000  
Sat and Sun: 0800-1600

**12. SICK CALL.** Sick call is held at the Craven Health Clinic in Building 82 from 0700-0730 Monday-Friday. Call the SOCC at 788-3801 if you are unable to attend class because of illness.

**13. REQUIRED FOR ALL PCC STUDENTS ATTENDING SOCC.** You must have an "ROTC Blackboard" account and password prior to attending course. If you do not have a Blackboard account, contact the Blackboard administrator at [Abraham.Tabar@usacc.army.mil](mailto:Abraham.Tabar@usacc.army.mil). A CCIMS password will be provided to you by the SOCC instructors if needed during your course of instruction.

**14. REQUIRED FOR ALL FDC STUDENTS ATTENDING SOCC.** You must have an "ROTC Blackboard" account and password prior to attending the course. If you do not have a Blackboard account, contact the FDC Course Manager at [Dvora.Sheremeta@usacc.army.mil](mailto:Dvora.Sheremeta@usacc.army.mil).

**15. REQUIRED FOR ROO STUDENTS ONLY.** You must bring the following materials: your ROO Notebook Computer, your school's current REAP (on disk & printed copy), EMP (5-year plan), and your school's Web address. Students need to arrive with a "working" knowledge of Microsoft Outlook and **must have passwords** for the following websites: DODMETS (Concorde); DODMERB; Blackboard; and LAPS. (The SOCC instructors will provide NRL, CCIMS, and Recruiter Store passwords to you during your classes). If you do not have a Blackboard account, contact the Blackboard administrator at [Abraham.Tabar@usacc.army.mil](mailto:Abraham.Tabar@usacc.army.mil).

**16. REQUIRED FOR LOGISTICS' COURSE STUDENTS ONLY.** Class instruction will normally be only 3.5 days in length and begin at 0730 hrs. Students are required to bring their Cadet Command Regulation 700-1 (dated Mar 2000) **and know your "CARE" logon and password to class.**

**17. REQUIRED FOR ALL CADRE ASSIGNED TO CADET COMMAND.** All new cadre assigned to Cadet Command are **required** to enroll and complete the **On-Line** Distance Learning School of Cadet Command (DL SOCC) Course IAW CC Reg 145-3. To enroll, contact your Region Enrollment Administrator (REA) at the Region level within the first 14 days of arrival at your Cadet Command assignment. The REA will assign a log-on & password for you to use in completing the modules on-line. Once enrolled, the course must be completed within 45 days. Completion of DL SOCC is mandatory prior to attending any resident based training at the School of Cadet Command (SOCC), Fort Monroe, VA. Depending upon your Region, contact:

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**Western Region REA:** Patrick Sheffield, telephone: (253) 967-9862 (DSN 357) or email [patrick.sheffield@usacc.army.mil](mailto:patrick.sheffield@usacc.army.mil)

**Eastern Region REA:** Frances Tackett, telephone: (502) 624-7149 (DSN 464) or email [frances.tackett@usacc.army.mil](mailto:frances.tackett@usacc.army.mil)

**18. IN CASE OF EMERGENCY.** School of Cadet Command, Bldg 268, (757) 788-3801, DSN 680-3801; Fax (757) 788-2837, DSN 680-2837. The Holiday Inn telephone number is (757) 838-0200.

**19. GRADUATION & DEPARTURE.** Attendance of the full length of the course is mandatory for any course you will attend at the SOCC with out-processing immediately after the scheduled (informal) graduation.

a. **LOG students:** Class is normally completed by noontime on the day of graduation; please schedule your departure flights to allow sufficient time for travel to the airport and baggage check in. Due to anticipated traffic delays and recent airport security guidelines all students must schedule their departure flights for no earlier than 1430 hours on the day of graduation.

b. All **FDC, PCC & HRA students:** Class is normally completed by 1700 hours on the day of completion; **please schedule your departure flights for no earlier than 1900 hrs on the day of graduation.** Hotel accommodations are also available for the evening of the last day of class, with a next day departure anticipated/planned from the Hampton area.

c. **ROO students:** Due to a recent change in your class schedule, you will finish by 1300 hours on Friday; do not schedule an airline departure prior to 1530 hours on Friday.

The length of stay at the hotel **for all classes** is through the last scheduled day/night, allowing you to depart the next day after course completion. With prior coordination on your part, the Holiday Inn will provide transportation to/from the Newport News/Williamsburg airport free of charge but Norfolk International airport for a fee, (see paragraphs 4. d. & e. above) for further information check at the SOCC.

**20. Still Have Questions?** Contact the SOCC at: (757) 788-3801, 788-4539, DSN 680